



FSA Privacy Impact Assessment and Privacy Notice for Websites



Introduction

The E-Government Act of 2002 is a new mandate to maintain/increase the integrity with which public information is handled by the government. Section 208 requires FSA to complete a Privacy Impact Assessment for each system that collects information from the public through the Internet.

During the Definition Phase of the FSA Solution Lifecycle, the SSO must ensure that the team completes the attached Privacy Impact Assessment Questionnaire and must file the completed form in the system's Security Notebook as part of the system's documentation. The electronic copy of the completed form should be stored in the system's Security Folder.

Privacy Notices for Websites

In addition to the Privacy Impact Assessment, the E-Government Act of 2002 also mandates that Privacy Notices must be placed on agency websites that the public accesses. The web page author must include or hyperlink to a Privacy Notice on any form or page where a user enters personal information. Most of the content of the Privacy Notice comes from responses to the Privacy Impact Assessment Questionnaire. Specifically, the Notice must include:

- What information is being collected;
- Why the information is being collected;
- The intended use of the information;
- With whom the information will be shared;
- What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared;
- How the information will be secured; and
- The rights of the individual under the Privacy Act and other laws relevant to protection of the privacy of an individual. (This section could include the following, "If you have any additional questions regarding your Privacy Act rights as related to the information we collect, please contact email *address of SSO or someone in Dept of Ed*. The complete description of Department of Education online privacy policies can be located at the Department of Education homepage, <http://www.ed.gov/utilities/privacy.jsp>.")



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Privacy Impact Assessment Questionnaire

System Name:

System Owner:

Privacy Impact Assessment Questionnaire Author:

Date:

1. What information will be collected for the system (Ex. Name, Social Security Number, annual income, etc)?
2. Why is this information being collected?
3. How will FSA use this information?
4. Will this information be shared with any other agency? If so, with which agency or agencies?
5. Describe the notice or opportunities for consent would be/ or are provided to individuals about what information is collected and how that information is shared with others organizations. (e.g., posted Privacy Notice)
6. How will the information be secured? (An overview of security controls described in the system security plan (Technical Controls section) would be applicable to answer this question.)
7. Is a system of records being created or updated with the collection of this information? (A system of record is created when information can be retrieved from the system by the name of the individual or an identifying number, symbol or other identifying particular assigned to an individual. Also, in responding to this question a helpful reference may be to the system's System of Record organization step completed in the Definition phase of the Solution Lifecycle process.)
8. List the web addresses (known or planned) that will have a Privacy Notice.